



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - STUTTGART
UNIT 30401
APO AE 09107-0401

11 DEC 2006

IMEU-STU-HR

MEMORANDUM FOR Unit Commanders, USAG-Stuttgart Directorates/Special Staff

SUBJECT: USAG-Stuttgart Command Policy Letter #35, Processing of Congressional Inquiries

1. Reference: AR 1-20, Legislative Liaison, 20 Jan 04.
2. Purpose: To establish policy on the handling of congressional inquiries either initiated by an individual in the USAG-Stuttgart or pertaining to an individual or an organization within the USAG-Stuttgart.
3. General: The USAG-Stuttgart is committed to prompt, accurate responses on all congressionals. Completion of an inquiry becomes a top priority until resolved. Initial responses are due within 48 hours of receipt with follow-ups at 24-hour intervals. Final disposition is expected within the dictated suspense date barring any unusual circumstances.
4. Procedures:
 - a. The HHC Company Commander will review all congressionals pertaining to HHC Soldiers for further dissemination/action. Directors/Special Staff Officers will review all congressionals involving a civilian within their directorates/special staffs for further dissemination/action.
 - b. HHC or the Director/Special Staff Officer will provide the following to the Directorate of Human Resources (DHR): (1) Name of the action officer that is handling the initial investigation into the inquiry; (2) Timely updates on the congressional; (3) Information on the final outcome/close out of the congressional and (4) Name of individuals who received the congressional for input.
 - c. All information leaving the USAG-Stuttgart going to IMCOM-E Congressional Branch will be routed through the DHR for final action.
5. Point of contact for this policy is the DHR at DSN 421-2535.


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Commanding